



Andover Town Council

Review of the Asset Register.

Item
No.

26

Produced for: Full Council

By: Town Clerk.

Date of Report: 8 May 2023

The Standing Orders part 5, section j, sub section xiii require that the Council reviews “the inventory of land and other assets including buildings and office equipment” at the Annual Meeting.

A review of the Asset Register took place at the April meeting whilst signing off the Year End Account and Audit information.

Council approved the report as per minute no. **C197/04/23**

The RFO recommends that this is not re-visited until next April, but for the sake of good order repeats the report below.

Assets list

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value	Renewal	Previous Value
Environment - Board									
4	1	Noticeboard on old Office Building	Passageway to Black Swan Yard.	10/04/2013	£2,968.80	£2,968.80	£3,000.00		
31		Notice board - near St Mary's church			£408.00	£408.00	£1,000.00		
Board Totals					£3,376.80	£3,376.80	£4,000.00		
Environment - Furniture e.g. Seat									
34		Memorial Bench for WW1 - no.1	Saxon Fields	31/05/2017	£643.67	£643.67	£1,000.00		
35		Memorial Bench for WW1 - no.2	St Mary's Church	31/05/2017	£643.67	£643.67	£1,000.00		
36		Memorial Bench for WW1 - no.3	St Marys Church		£643.67	£643.67	£1,000.00		
37		Memorial Bench for WW1 - no.4	Vigo Park	31/05/2017	£643.67	£643.67	£1,000.00		
38		Memorial Bench for WW1 - no.5	Charlton Road, Hospital verge	31/05/2017	£643.67	£643.67	£1,000.00		
39		Memorial Bench for WW1 - no.6	TVBC Storage	31/05/2017	£643.67	£643.67	£1,000.00		
49		SIDs			£6,470.00	£6,470.00	£7,000.00		
Furniture e.g. Seat Totals					£10,332.02	£10,332.02	£13,000.00		
Environment Totals					£13,708.82	£13,708.82	£17,000.00		
Land, Buildings, Vehicle, Plant - Land									
17		Allotment Site - Admirals Way - 29 plots			£1.00	£1.00	£1.00		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
18		Allotment Site - Barlows Lane - 101 plots	Barlows Lane, Andover, Hampshire		£1.00	£1.00	£1.00	
19		Allotments Site - Churchill Way - 45 plots			£1.00	£1.00	£1.00	
20		Allotment Site - Mylen Road - 26 plots			£1.00	£1.00	£1.00	
21		Allotment Site - Old Winton Road - 81 plots			£1.00	£1.00	£1.00	
22		Allotment Site - Ox Drive - 11 plots			£1.00	£1.00	£1.00	
23		Allotment Site - Picket Twenty - ? Plots	Picket Twenty		£1.00	£1.00	£1.00	
24		Allotment Site - Saxon Heights - 10 Plots	Brocade Road		£1.00	£1.00	£1.00	
25		Allotment Site - The Drive - 131 plots			£1.00	£1.00	£1.00	
26		Allotment Site - Vigo Road - 106 plots			£1.00	£1.00	£1.00	
Land Totals					£10.00	£10.00	£10.00	

Land, Buildings, Vehicle, Plant - Other

27		Fence at Mylen Road			£5,386.00	£5,386.00	£6,000.00	
29		Christmas Lights - wrap arounds			£1,000.00	£1,000.00	£0.00	
30		Display boards at allotments.			£1,000.00	£1,000.00		
32		Christmas Tree fencing stored with TVBC		31/12/2012	£0.00	£0.00	£0.00	
50		Gates At Churchill Way			£3,742.00	£3,742.00	£5,000.00	
Other Totals					£11,128.00	£11,128.00	£11,000.00	

13/04/23 10:12 PM Vs: 6.16.00

Andover Town Council

Page 2

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
Land, Buildings, Vehicle, Plant Totals					£11,138.00	£11,138.00	£11,010.00	

Office Equipment - Computer

2	Fern	Lenovo Desktop Computer		28/02/2012	£500.00	£500.00	£0.00	
Computer Totals					£500.00	£500.00	£0.00	

Office Equipment - Desks / Furniture

51		Filing Cabinets x2			£573.00	£573.00	£600.00	
Desks / Furniture Totals					£573.00	£573.00	£600.00	

Office Equipment - Keyboard

42	Micha keyboard	Wireless keyboard			£20.00	£20.00	£0.00	
43	Micha keyboard	Microsoft ergonomic wireless keyboard, number pad and mouse						
Keyboard Totals					£20.00	£20.00	£0.00	

Office Equipment - Laptop

6	Wendy	Samsung Laptop		01/06/2014	£500.00	£500.00	£0.00	
9	Gail 1	Lenovo Laptop - Town Clerk		19/10/2022	£354.00	£354.00	£0.00	
10	Gail 2	Lenovo Laptop - RFO		19/10/2022	£354.00	£354.00	£0.00	
13	Tor	Lenovo Laptop - Deputy Town Clerk		20/03/2018	£360.00	£360.00	£0.00	
14	Micha laptop	Lenovo Laptop - Committee Officer		20/03/2018	£360.00	£360.00	£1,000.00	
15	Nikki	Lenovo laptop - Community Officer		20/03/2018	£360.00	£360.00	£1,000.00	

13/04/23 10:12 PM Vs: 6.16.00

Andover Town Council

Page 3

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
40	Jo laptop	Lenovo B50-10 Model Name 80QR.			£450.00	£450.00	£1,000.00	
Laptop Totals					£2,738.00	£2,738.00	£3,000.00	
Office Equipment - Monitor								
11		HKC Monitor		23/03/2016	£144.00	£144.00	£0.00	
12		HKC Monitor		23/03/2016	£144.00	£144.00	£0.00	
16	16	3 x AOC Monitors		20/03/2018	£450.00	£450.00	£0.00	
Monitor Totals					£738.00	£738.00	£0.00	
Office Equipment - Printer								
44	Micha printer	HP Envy 6000 printer			£100.00	£100.00	£0.00	
46	Tor's printer	HP Envy 6000 printer			£100.00	£100.00	£0.00	
Printer Totals					£200.00	£200.00	£0.00	
Office Equipment - Projector								
7	7	Projector		03/10/2014	£700.00	£700.00	£0.00	
Projector Totals					£700.00	£700.00	£0.00	
Office Equipment - Reference Book								
47	Tor CAB	CAB - 12th Edition		01/01/2020	£100.00	£100.00	£0.00	
48	CAB Gail	CAB - 13th Edition		05/01/2023	£105.00	£105.00	£0.00	
Reference Book Totals					£205.00	£205.00	£0.00	
Office Equipment - Tablet computer								
33	Jo's tablet	InspectEDGE tablet with Samsung Galaxy Tablet with cover		16/02/2023	£216.00	£216.00		

13/04/23 10:12 PM Vs: 6.16.00

Andover Town Council

Page 4

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
52		3 x tablets for wardens.			£894.00	£894.00	£1,000.00	
Tablet computer Totals					£1,110.00	£1,110.00	£1,000.00	
Office Equipment - Workstation								
3	3	Desks and office furniture secondhand/gifts		15/06/2011	£112.00	£112.00	£0.00	
Workstation Totals					£112.00	£112.00	£0.00	
Office Equipment Totals					£6,896.00	£6,896.00	£4,600.00	
Assets Grand Total					£31,742.82	£31,742.82	£32,610.00	

13/04/23 10:12 PM Vs: 6.16.00

Andover Town Council

Page 5